

## HRG Memorandum 12-17



**To: KEHP Human Resource Generalists**  
**From: Department of Employee Insurance (DEI)**  
**Re: Encrypted Emails**  
**Date: September 12, 2012**

Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
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501 High Street  
Frankfort, Kentucky 40601

Web Site: [www.KEHP.ky.gov](http://www.KEHP.ky.gov)

### **REMINDER:**

All emails, which include HIPAA sensitive information, must always be sent **encrypted**. Protected Health Information (PHI) is **never** to be included in the subject line. Names, social security numbers, dates of birth are all PHI and should never be sent without encryption.

**If you do not have ENTRUST or another means of sending encrypted emails, HIPAA sensitive information should be communicated with DEI via phone calls or faxes.** Chapter 9 of the KEHP Administration Manual describes HRG responsibilities related to HIPAA and page 2 of that chapter describes the ENTRUST encryption system available to HRGs.

If DEI receives an unencrypted email, which contains PHI, DEI staff is required to notify the HIPAA Security Officer.

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